



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY QUARTERMASTER SCHOOL  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

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18 December 2015

MEMORANDUM FOR Chief of Staff, U.S. Army Quartermaster School, 2221 Adams Avenue, Fort Lee, Virginia 23801

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

1. References.

- a. Army Regulation 350-1, Army Training and Leader Development, 19 August 2014.
- b. TRADOC Regulation 350-36, Basic Officer Leaders Course Training Policies and Administration, September 2015.
- c. TRADOC Regulation 350-10, Institutional Leader Training and Education, 12 August 2002.
- d. TRADOC Regulation 350-70, Training Development Management, Processes, and Products, 06 December 2011.
- e. U.S. Army Logistics University (ALU), Standard Operating Procedure, 15 January 2015.

2. Purpose. An Individual Student Assessment Plan (ISAP) provides the Quartermaster Basic Officer Leaders Course (BOLC) students, instructors, and administrators with policies and procedures that govern the course. It establishes student responsibilities, examination weights and requirements for course completion/graduation, and honorary awards criteria for BOLC. This policy is effective for all classes starting after 1 January 2016. This document will also address the following:

- a. Standards of conduct & Honor Code.
- b. Student academic performance.
- c. Administrative procedures.

3. Student Standards of Conduct and Honor Code.

a. Statement of Policy. Students will conduct themselves, in word and deed, in the fashion traditionally required of military personnel. All students will adhere strictly to the letter and the spirit of the Army Logistics University (ALU) Honor Code. The conduct and performance of students in and out of the classroom will be above reproach at all times. This will be evaluated on the Program of Instruction Grade (TAC/Leadership points). Any student, who cheats, plagiarizes, engages in an act of unauthorized disclosure or solicitation for unauthorized disclosure of examination material, who violates the provisions of paragraph 3d of this memorandum, or who attempts to do any of these, is subject to punishment under the Uniform Code of Military Justice (UCMJ), and/or adverse administrative actions. Any student who, having knowledge of any violation of the Honor Code, fails to report said violation to a faculty member in a timely manner, will be considered complicit in that violation and subject to actions that may include removal from the course. Student officers who fail to meet the standards set forth in the Honor Code and/or this memorandum may be dismissed from the course. Civilian Interns are governed by the Federal Personnel Manual, Personnel Relations and Services, Chapters 700-799, and AR 690-950, Career Management.

b. Unsatisfactory Conduct. Below are examples of unsatisfactory conduct. Though not all-inclusive, the list is intended as a guide for individuals responsible for counseling students and/or administering the provisions of this memorandum:

(1) Failure to adhere to the ALU Honor Code, including, but not limited to violations relating to cheating and plagiarism or failure to report known cases of the same.

(2) Intentionally failing examinations or other evaluations, including any failure to submit mandatory written or group assignment.

(3) Disclosure of examination materials, or giving or receiving unauthorized assistance in examinations and individual assignments.

(4) Improperly managing personal affairs, resulting in personal or family problems interfering with the student's primary obligation, which is successful completion of the course. Specific items that require counseling or may serve as a basis for administrative or punitive action include dishonored personal checks, letters of indebtedness, improper maintenance of family quarters, or nonsupport of dependents.

(5) Unexcused absences from class, to include returning late from weekends or passes.



ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

(6) Unexcused instances of tardiness.

(7) Disrespect toward instructors, staff, faculty, and/or class leaders.

(8) Failure to obey or cooperate with class leaders.

(9) Instances of inattention to instruction, such as sleeping, disruptive conversations, use of radio or digital audio devices, and reading materials unrelated to the course while in class.

(10) Failure to maintain acceptable standards of personal appearance in accordance with the guidelines prescribed in AR 600-9, The Army Weight Control Program, and AR 670-1, Wear and Appearance of Army Uniforms and Insignia, or as established by ALU.

(11) Undue familiarity and unofficial social contact with Faculty or Staff which leads to or gives the perception of fraternization.

(12) Failure to successfully participate in all leadership activities and functions to include, but not limited to, practical exercises, physical training, formations, drill and ceremonies, field training exercises, command post and computer assisted exercises, briefings, group discussions, and group projects.

c. Classroom Etiquette. To maintain an environment with proper military decorum that is conducive to learning, students and other classroom users will comply with the following general policy:

(1) All Soldiers will be in proper uniform at all times. Students will not be in class without the ACU blouse. In case of extreme heat, the Basic Officer Leader Development (BOLD) chairman may authorize exceptions if that exception is a control to reduce a high risk condition to a moderate-risk condition. Students will not modify the class or exercise uniform without the approval of the BOLD-Chairman. Students will not leave classrooms during instruction unless pre-arranged with instructor.

(2) Students may eat in the classroom during class time. However, all trash must be disposed of properly. Drinks may be taken into classrooms for consumption during class time; however, beverage containers must have covers/lids.

(3) The use of tobacco in any form is strictly prohibited in all classrooms. Smoking is only permitted in designated smoking areas. Smokers are responsible for policing behind themselves. Smokers will be in uniform including proper headgear, when outdoors. Smoking is prohibited within 50 feet of any entrance to the building.

ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

(4) Cell phones must be turned off, silent, or on vibrate during classroom and field time. The bulletin board located in the rear of each classroom must be kept neat, orderly, and up-to-date. The classroom whiteboard is for instructional use only and not for student or class announcements.

(5) Table tops will be kept clear of any material not needed for class. Students will store gear under their respective seats or tables during class hours.

(6) The Class Leader, in conjunction with the Class Instructor/Facilitator, will ensure that the classroom is cleaned, policed, and returned to its original configuration at the end of the academic day. Each classroom will be vacuumed at least once a week, and more often if class activities require it. From time to time, Classroom Services personnel, Bravo Company personnel, or the Course Director may direct additional cleaning as necessary.

(7) Each student must attend, on time, all scheduled class sessions, seminars, exercises, receptions, and discussion groups. Students may not depart the class area unless the instructor releases them. Students arriving late to any examination will be refused entrance to that examination and will be scheduled for a re-test. If any instruction is missed for any reason, the student is responsible for obtaining the information covered in class.

(8) The Class Leader will report class status, including student absentees, to the primary TAC Officer and B Co. Administrative Personnel NLT 0830 daily.

(9) Students will show common courtesy and respect toward each other and the instructor.

d. Disclosure of Examination Materials/Unauthorized Assistance in Examinations and Assignment.

(1) Prohibited Acts. Commission of any act prohibited in the following subparagraphs may be punished under the UCMJ and/or may result in adverse administrative actions, including dismissal from the course.

(2) No person shall:

(a) Disclose to any current or future student an examination question, answer or solution.

(b) Use, refer to, look at, or in any other way attempt to use during an examination any materials, references or notes not expressly authorized for use.



ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

(c) Use, refer to, look at, or in any other way attempt to use any materials, references or notes during the preparation of any homework, practical exercise, paper, thesis, project or any other assignment that are not authorized for use.

(d) Use any materials, notes, study guides or products from previous classes.

(e) Use self-generated notes, except in open note exams.

(f) Talk to, discuss, confer, or in any way communicate with other persons during an examination, practical exercise, paper thesis or any other assignment, with the intent to obtain unauthorized information for one's own benefit.

(g) Fail to cite the source of information when materials are authorized for use in the preparation of homework, practical exercises, papers, thesis, or other assignments. Citation of sources shall be made in every case where it may mislead or tend to mislead the reader into believing the work is the work of the student rather than the reference.

(h) Provide unauthorized assistance during an examination including, but not limited to, allowing another student to copy from an answer sheet or notes, or telling, indicating, or gesturing an answer.

4. Policies and Procedures Used to Evaluate Student Academic Performance.

a. Subject Summary. Students will be assessed on academic and non-academic subjects throughout the course. For US officers, course evaluation is based on a total of 1000 possible points. The BOLD Department, along with the QMBOLC instructor, will administer 870 points of academic subject matter. The remaining 130 points are based on an assessment of leadership, appearance, communication, confidence, military bearing and motivation. The complete distribution of course points are listed below.

b. QM BOLC Grading Criteria and Weights

(1) **Airdrop/Field Services**

**Written Test**

**20**

The Airdrop/Field Services Exam covers the Types and Methods of Airdrop, the Organizations of Airdrop, Field Service Company, and Components of Sling Load Sets.

ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

(2) **APFT**

**Performance**

**50**

All Students must pass the Army Physical Fitness Test to meet course standards. Student will receive points based on their Record APFT score. Failure to the initial record APFT will receive zero points until it is successfully passed. The maximum points allowed after an initial APFT failure will equal the lowest points for a passing test, regardless of the actual re-test score. The maximum points allowed are 50.

APFT Score	Course Points	APFT Score	Course Points
≥300	50	238-242	37
297-299	49	233-237	36
292-296	48	228-232	35
287-291	47	223-227	34
282-286	46	218-222	33
277-281	45	213-217	32
272-276	44	209-212	31
269-271	43	204-208	30
263-268	42	199-203	29
258-262	41	194-198	28
253-257	40	189-193	27
248-252	39	184-188	26
243-247	38	180-183	25

(3) **Communication Skills**

**Written Performance**

**100**

The Communication Skills course covers the Military Writing Style and Memorandum/Correspondence per AR 25-50 as well as basic grammar rules and briefing techniques. Students will be graded on written and oral communication skills via the following assignments:

	<u>Max Raw Score</u>	<u>Max POI Points</u>
Written Memorandum 1 (Homework)	10	10
Written Memorandum 2 (In-Class)	40	15
Written Memorandum 3 (Homework)	15	10
Culture Brief	100	30
Information Brief	100	20
Exam	100	15

ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan  
(ISAP)

All memorandums will be graded based on the following criteria: format (per AR 25-50); grammar, usage, and voice; packaging and organization; and task completion.

**(4) End-of-Course Exercise (Capstone)      Performance      150**

Then end-of-course exercise serves as the capstone exercise for all students and is designed to test students' knowledge and understanding of all leadership and Quartermaster functional tasks. Students are graded on their demonstrated ability to plan training and operations at the platoon level via a formal platoon operations order brief. Students will receive a warning order NLT 96 hrs prior to their scheduled brief date and prepare a detailed concept of support/operations 24 hours prior. The project culminates with a brief on each phase of the operation where the student must display a fundamental understanding of logistics concepts. It will last approximately 90 minutes and is graded on a scale of 100.

**(5) Joint Culinary Center of Excellence (JCCoE)      Exam      50**

The JCCoE Exam covers Food Sanitation, Nutrition, The Army Field Feeding System, and Personnel.

**(6) Mortuary Affairs Exam      Written      50**

The Mortuary Affairs Exam covers Joint MA Operations, Mortuary Affairs Force Structure, Search/Recovery Operations, Mortuary Affairs Operations, and Personal Effects.

**(7) Peer Evaluation      Peer Rating      10**

Students will evaluate and rate their peers on a scale of 1-5 with one being the worst and five being the best. Each student will receive points based on their ranking within the class. The instructor will calculate the average peer rating and award course points by doubling the average peer rating. For example, if 2LT Smith gets an average peer rating of 3.9, his course points would equal 7.8.

**(8) Petroleum/Water Exam      Written      70**

The Petroleum and Water Exam covers the Testing Fuel/Water, How to Track Historical Consumption Data, Key Petroleum/Water Systems, and Petroleum/Water Personnel.



**(9) Property Management Exam      Written      75**

The Property Management Exam covers Basic Operations; Introduction to Supply, Request, Receive, and Store Supplies; Accounting; Assign Responsibility; Stewardship of Resources; and Command Supply Discipline Program.

**(10) Field Training Exercises      Performance      Pass/Fail**

Students will participate both the QMFTX and the Basic Officer Leader Department Field Training Exercise (BOLD FTX).

**Quartermaster Field Training Exercise (QMFTX)**

(This exercise is currently under review for potential revision.) The QMFTX is a four to five day event where students will participate in the planning and execution of Situational Training Exercises (STX). Instructors will participate in this exercise and observe their students in a tactical environment. Feedback from the observations of the permanent party company commanders that the students are working for, the company commanders will be used to identify strengths and weaknesses and used to develop and mentor students.

**Basic Officer Leader Department Field Training Exercise (BOLD FTX)**

The BOLD FTX is a four to five day training event where students participate in scenario-based training missions emphasizing common core skills and realistic branch-related missions. Training reinforces these skills through a 3-phase model where students rotate through TOC/staff operations, mission planning and mission execution. Key evaluated tasks include Troop Leading Procedures, common core tasks, branch specific missions, and battle tracking. Students will be observed in each of the three phases based on their leadership, communication and teamwork. These observations will provide teaching and mentorship opportunities to each student.

**(11) Tactical Logistics (TACLOG)      Written/Performance      75**

The Tactical Logistics assessment consists of four quizzes and two presentations that cover Operational Terms and Graphics, Fundamentals of Army Operations, Logistics Estimate, Staff Functions, Quartermaster Personnel and Units, Characteristics of the Offense and Defense, Introduction of Logistics, Modular Division and Logistics, Protection of the Force in a BSA, Modular Class V, Corps and Theater Logistics, and Battlefield Logistic Distribution.



ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

	<u>Max Raw Score</u>	<u>Max POI Points</u>
Quiz 1	20	15
Quiz 2	20	15
Quiz 3	20	15
Quiz 4	20	15
Group Presentation 1	10	7.5
Group Presentation 2	10	7.5

(12) **Basic Rifle Marksmanship** **Performance** **25**

The Basic Rifle Marksmanship training will cover Preliminary Marksmanship Instruction (PMI), Marksmanship Fundamentals utilizing the EST 2000, Grouping Procedures, Zeroing Procedures, and Record Fire. During the record fire, students will engage 20 targets from the prone supported position, 10 targets from the prone unsupported position, and 10 targets from the kneeling position; while wearing a helmet and LBE. Obtain at least 23 target hits on the 40 targets exposed. Students who do not score a minimum of 23 hits will retest. **Those who retest and pass will receive the lowest passing score, regardless of the actual hits.** This event is worth a total of 25 points. Scoring is optional for DA civilians but they must declare that they want the score to count **PRIOR** to firing. Points are distributed based on the scale below.

Hits	Score	Hits	Score
40	25	28-29	18
38-39	24	27	17
36-37	23	25-26	16
35	22	24	15
33-34	21	23	14
32	20	<23	0
30-31	19		

(13) **Land Navigation** **Performance** **25**

The Land Navigation training will require students to demonstrate an understanding of the principles of map reading to include navigation techniques, identifying terrain features, how to read a map, finding 6 and 8 digit coordinates, and intersection and resection techniques. The student will apply these skills during a day combined land navigation course IAW FM 3-25.26. Students must find at least 7 points in 5 hours. Failure to find the minimum correct points or to meet the time standard will result in a retest. **Those who retest and pass will receive the lowest passing score, regardless of the actual points found.**

**ATSM-CoS**

**SUBJECT:** Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

Correct Points	Course Points
10	25
9	23
8	20
7	17
<6	0

**(14) Training Management Performance 100**

The Training Management assessment covers how to forecast training, the Mission Essential Task List, the Mission Training Plan, different phases of training and Commander's Guidance. Students will be broken down into groups and given the task of developing a platoon training plan given a company training plan and commander's guidance.

**(15) Ordnance Functional Training Written 70**

Ordnance functional training focuses on Ammunition Handling, Maintenance and Recovery operations, Maintenance Doctrine, Battlefield Maintenance Flow, Measuring Deployment Readiness, and Preventative Maintenance Checks and Services (PMCS).

**(16) Transportation Functional Training Performance Pass/Fail**

Transportation function training requires students to demonstrate knowledge of Unit Movement Officer (UMO) functions in a classroom environment and conduct a practical exercise in a field environment. The topics covered during this training includes Movement Planning, Convoy Operations, Convoy Calculations, Rail Planning Operations, Air Planning/Movement Operations, Marine Terminal Operations, Arrival/Departure Airfield Cargo Group (A/DACG), Cargo Accountability, Transportation Automation Overview and HAZMAT operations.

**(17) Instructor Evaluation Performance 130**

The instructor will assess each student in the following areas: leadership, appearance, confidence, military bearing, and communication (communication evaluation is based on oral and written products throughout the entire course). Based on the instructor's assessment he/she will assign points to each student (each area is weighted with 20 possible points except leadership which is weighted 30 points). Instructor will use professional judgement to assign points within the following guidelines:



	<b>Exceeds Instructor Expectations (28-30 Pts)</b>	<b>Meets Instructor Expectations (24-27 Pts)</b>	<b>Marginally Meets Instructor Expectations (21-23 Pts)</b>	<b>Fails to Meet Instructor Expectations (0-21 Pts)</b>
<b>LEADERSHIP</b>	The student consistently demonstrates the ability to influence, operate, improve, and adapt throughout the course. Shows followership and supports fellow students.	The student regularly demonstrates the ability to influence, operate, improve, and adapt throughout the course. Shows followership and supports fellow students.	The student occasionally shows the ability and demonstrates the potential to influence, operate, improve and adapt throughout the course. Shows followership and supports fellow students the majority of the time.	The student fails to demonstrate the ability to influence, operate, improve, and adapt throughout the course. Student fails to demonstrate followership and fails to support fellow students.

	<b>Exceeds Instructor Expectations (19-20 Pts)</b>	<b>Meets Instructor Expectations (14-18 Pts)</b>	<b>Marginally Meets Instructor Expectations (14-16 Pts)</b>	<b>Fails to Meet Instructor Expectations (0-13 Pts)</b>
<b>APPEARANCE</b>	The student consistently adheres to uniform guidance; looks like a professional; maintains a neat appearance.	The student regularly adheres to uniform guidance; looks like a professional; maintains a neat appearance.	The student adheres to uniform guidance the majority of the time, but has to be corrected or adjusted periodically; does not always maintain a neat appearance.	The student fails to adhere to uniform guidance; does not look like a professional; fails to maintain a neat appearance.
<b>COMMUNICATION</b>	The student consistently gives everyone a chance to speak; Listens before speaking; Has good social skills; Presents ideas clearly; Speaks at an appropriate volume; Presents with composure; Stays on topic; Asks questions for clarification; Displays active listening skills.	The student regularly gives everyone a chance to speak; Listens before speaking; Has good social skills; Presents ideas clearly; Speaks at an appropriate volume; Presents with composure; Stays on topic; Asks questions for clarification; Displays active listening skills.	The majority of the time the student gives everyone a chance to speak; Listens before speaking; Has good social skills; Presents ideas clearly; Speaks at an appropriate volume; Presents with composure; Stays on topic; Asks questions for clarification; Displays active listening skills. However on more than a few occasions has failed to demonstrate these skills.	The student fails to give everyone a chance to speak; Fails to listen before speaking; demonstrates poor social skills; fails to presents ideas clearly and speaks at an appropriate volume; Fails to presents material with composure; Fails to stays on topic; Fails to ask questions for clarification; Fails to incorporate active listening skills.

	<b>Exceeds Instructor Expectations (19-20 Pts)</b>	<b>Meets Instructor Expectations (14-18 Pts)</b>	<b>Marginally Meets Instructor Expectations (14-16 Pts)</b>	<b>Fails to Meet Instructor Expectations (0-13Pts)</b>
<b>CONFIDENCE</b>	The student consistently uses strong verbal and non-verbal behavior to convey authority and concern; looks comfortable and confident in exercising leadership roles.	The student regularly uses strong verbal and non-verbal behavior to convey authority and concern; looks comfortable and confident in exercising leadership roles.	The student uses strong verbal and non-verbal behavior to convey authority and concern the majority of the time; usually looks comfortable and confident in exercising leadership roles but occasionally struggles or shows discomfort in leadership roles and decisions making.	The student fails to uses strong verbal and non-verbal behavior to convey authority and concern; looks comfortable and confident in exercising leadership roles.
<b>MILITARY BEARING</b>	The student consistently projects a commanding presence and professional image of authority; consistently displays ability to regulate emotions during stressful conditions.	The student regularly projects a commanding presence and professional image of authority; regularly displays ability to regulate emotions during stressful conditions.	The student struggles with periodic moments where they do not display a command presence or professional image of authority; has the ability and potential to regulate emotions during stressful conditions but does not.	The student fails to project a commanding presence and professional image of authority; fails to regulate emotions during stressful conditions.
<b>MOTIVATION</b>	The student consistently supplies the will to do what is necessary to accomplish a mission; encourage others and esprit de corps through actions and demeanor.	The student regularly supplies the will to do what is necessary to accomplish a mission; encourage others and esprit de corps through actions and demeanor.	The student inconsistent in supplying the will to do what is necessary to accomplish a mission; inconsistently encourages others and esprit de corps through actions and demeanor.	The student fails to supplies the will to do what is necessary to accomplish a mission; discourages others and esprit de corps through actions and demeanor.



ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

c. Minimum Passing grade. The primary TAC Officer is responsible for recording grades. Grades will be computed to the second decimal place (0.00 percent). Any grade below 75 percent (74.99 percent and below) on a graded event is a failure for US students. A grade below 80 percent is considered a failing score for DA Civilians. A student who fails any graded event will be eliminated from class honors or awards considerations. All course work must be turned in and be in accordance with the guidelines established by the instructor. Failure to turn in assignments could result in course failure or being recycled. Any student who is mathematically unable to achieve course standards will be declared an academic failure. Academic failures will be referred to the ALU Commandant.

d. Course Examinations and Exercises.

(1) Authorized absences requiring make-up examination must be approved by the Course Director.

(2) Computer Literacy Requirements. Each student is required to be computer literate. All papers and briefings will be prepared using a computer. The Quartermaster Blackboard site (<http://qm.elic.learn.army.mil>) will be used to facilitate classes and share information. Though the ALU Library and Education Center have computers available for student use, it is highly recommended that students bring their own personal means of computing.

5. Retest Policy.

a. If any student, whether U.S. military, international, or DA civilian, receives a failing grade on an examination, the instructor will counsel the student using DA Form 4856. The instructor will advise the student that two failures may result in initiation of dismissal action. Two failures on the same requirement (test and retest) will lead to an automatic "Marginally Achieved Course Standards" performance summary on the student's AER and initiation of a dismissal/recycle action.

b. Failure of any examination or graded event will result in an automatic removal from consideration of end of course class honors, to include the Iron Soldier award. The student will conduct one retest after remedial training in an effort to achieve the required score of 75 percent.

c. **Students who pass a retest will be awarded the minimum passing score of 75 percent for the evaluation, regardless of the passing score of the retest.**

d. Failure of a **retest** will result in a "Marginally Achieved Course Standards" AER. Failure of three test will prompt a recommendation by the Course Director for recycle, removal, or dismissal. Students who are recycled or removed and successfully complete the course will receive a "Marginally Achieved Course Standards" AER.

## 6. Graduation Requirements.

a. Course Average. Each student must maintain a minimum 75 percent average throughout the course to graduate from QMBOLC.

b. Academic Probation. Any student whose course average falls below 74.99 percent will be placed on academic probation by the Course Director, formally counseled by his or her primary instructor (TAC) officer on the consequences of failing to maintain standards, and closely monitored until the student wither raises his or her average over 75 percent or is referred to the ALU Commandant for disposition.

c. Authorized Absences. If a student misses evaluated events due to authorized absence (such as family emergency, physical profile, etc) the Course Director will determine if that absence is of sufficient duration that a graded event cannot be attempted and if it is reasonable for the student to be scheduled for makeup event. If an authorized absence precludes a student's attendance and participation, and if the Course Director determines that no reasonable opportunity exists to makeup that event, the Course Director can authorize that the student's course average be based upon weight points attempted. This is not an adverse action, but if that decision is made, the student **will not be eligible** to graduate on the Commandant's List or receive any other academic based awards. However, the student will still be eligible to receive the Leadership Award. Also, Commandant will decide whether the student will graduate or be recycled to a later class.

d. Unauthorized Absences. If a student fails to report for any graded event and that absence is deemed to be unauthorized, the student may be subject to actions including, but not limited to counseling, non-judicial punishment, recycle or dismissal. The faculty is not required to administer a retest to any student who through his or her own negligence, fails to attend a graded event.



ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

e. Field Exercises and Group Projects.

(1) Field Exercises. Each US military student is required to attend and successfully complete each field exercise in order to graduate from QMBOLC. International students and civilian interns are required to successfully complete each field exercise in order to compete for honors. The BOLD Department, in coordination with exercise leadership, will assign students to rotating leadership positions. Each student will be evaluated on his or her performance and potential for future service.

(2) Group Projects. Throughout the course, students will be assigned group projects. The group will be evaluated and assigned a grade for each project. Each student in that group will normally be given the same grade. However, in exceptional circumstances, instructors may summarily award additional points to individuals for exemplary performance. Conversely, if an individual student does not perform to expected standards, a lower grade may be awarded. Second attempts are not allowed.

(3) International students are expected to participate fully in all course events unless specifically barred by regulation. International students must meet the same graduation standards as US Army Officers, with the exception of the Army Physical Fitness Test and Leadership Competency. International students failing to meet graduation requirements will be given a certification of attendance.

(4) Civilian students will participate fully in all-course events with the exception of the Army Physical Fitness Test and Leadership Competency. Civilian students are invited and encouraged to participate in the class physical fitness program.

f. The APFT and weight Standards. US Army Officers must pass the Annual Physical Fitness Test (APFT) and meet the Army height and weight standards IAW AR 600-9. The students will take a record APFT no later than thirty (30) days of the first day of class and normally within the first week of training. Students who fail the initial APFT will be enrolled in remedial PT under their primary TAC or with B Company. Students who fail the second record APFT will be recycled to another class if they are active duty, or recommended for dismissal if they are USAR/NGB. If a student cannot take the final record APFT, the score from the most recent record APFT will count for record. Students who do not meet height and weight standards will be enrolled in a weight control program or returned to their respective units. The decision for appropriate action resides with the B Company Commander. **DA Civilians must take an APFT to be eligible for honors and awards.**

7. Academic Evaluation Report 1059 and Awards.

a. Academic Evaluation Report (AER) DA Form 1059. US Army Officers and civilians receive an Academic Evaluation Report (AER) for this course. The Course Director and Primary TAC Officer will prepare a Service School AER (DA Form 1059) IAW AR 623-1 Academic Evaluation Reporting System. Each student will be given a copy of their completed AER. A copy will also be forwarded to the ALU Registrar for further submission to the Army Human Resources Command, Fort Knox, KY for active duty and Reserve student and for National Guard students, the State Adjutant General.

b. Class Standing and Honors. All US students are eligible for course academic and/or other honors. To be eligible for academic awards, the student's academic or personal records may not contain any adverse information. Adverse information includes graded event failures, or negative counseling for the following: poor academic or leadership performance, tardiness, personal misconduct. Specifically, students must meet all academic and nonacademic requirements for graduation and successfully complete all GO/NO GO and graded events. For USR/ARNG students who cannot take the record APFT due to extended profile, the score from the most recent record APFT, so long as it is within one calendar year of the class graduation date, may count as the record APFT score. Civilian interns will be evaluated for awards based on a total of 1000 points. Civilians may be considered for co-honor awards if they equal or exceed the standards specified in the following sub-paragraph.

8. Awards.

a. Distinguished Honor Graduate (DHG) Criteria. (There can be only one Distinguished Honor Graduate per class.)

(1) Obtain the class' highest grade point average grade that is 96.00% or higher.

(2) Achieve 90 points in each event on record APFT.

(3) Obtain three out of five "Superior" marks on block 12 of DA Form 1059, Demonstrated Abilities.

(4) No retest or negative counseling of any type, to include negative counseling's by B Company for failure of APFT/Height and Weight.

(5) In case of a tie, the highest APFT score will determine the DHG. If the APFT scores are the same, the highest number of "Superior" marks on block 12 of the DA Form 1059 will determine the DHG. Further ties will result in multiple DHGs.



ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

(6) Primary instructor will write a memorandum of recognition if the student is a DA civilian, routed and signed by ALU President/Commandant.

(7) TAC will confirm Honor Graduate Seal is on diploma and notation is made on DA Form 1059 (AER).

(8) AAM routed through B Company. (Sample DA Form 638 will be provided.)

(9) Class Finance Officer will purchase award with class funds.

b. Honor Graduate (HG).

(1) Awarded to the second and third highest grade point averages that is 93.00% or higher.

(2) Obtain three out of five "Superior" marks on block 12 (Demonstrated Abilities) of DA Form 1059.

(3) No retests or negative counseling of any type to include negative counseling by B Company for failures of APFT/Height and Weight.

(4) In case of a tie, the highest APFT score will determine the HGs. If the APFT scores are the same, the highest number of "Superior" marks on Block 12 of the DA Form 1059 will determine the HGs. Further ties will result in multiple HGs.

(5) Primary instructor will write a memorandum of recognition to be signed by Dean of Logistics.

(6) TAC will confirm Honor Graduate Seal is on diploma and notation is made on DA Form 1059 (AER).

c. Commandant's List.

(1) Limited to the top 20% of the total class with a minimum of 90% total overall grade point average. The Commandant's List will not include the DHG or HG.

(2) No retests or negative counseling of any type, to include negative counseling by B Co for failures of APFT/Height and Weight.

(3) Obtain two of five "Superior" marks on block 12 (Demonstrated Abilities) of DA Form 1059.

ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

(4) TAC will confirm Honor Graduate Seal is on diploma and notation is made on DA Form 1059 (AER).

(5) Primary instructor will write a memorandum of recognition to be signed the BOLD Chairman.

d. Army Values Award.

(1) Presented to the Soldier who exemplifies the Army Values, a determined by class vote with TAC concurrence.

(2) No retest or negative counseling of any type to include negative counseling by B Co for failures of APFT/Height and Weight standards.

e. Hastings Award.

(1) This award is chosen by the class TAC.

(2) Presented to the Quartermaster Lieutenant that has improved his or herself and/or others during the course.

(3) No retest or negative counseling of any type to include negative counseling by B Co for failures of APFT/Height and Weight standards.

f. Iron Soldier.

(1) Must score a minimum of 300 on the record APFT.

(2) No retest or negative counseling of any type to include negative counseling by B Co for failures of APFT/Height and Weight standards.

(3) A notation will be made on the Da form 1059 (AER).

g. International Military Award.

(1) Will only be presented if international student ranked in the top 20% of all students in the class.

(2) Course directors will notify IMSO of all international students ranked in the top 20% of the class in a timely manner and obtain the signed certificates from the IMSO for presentation to the student at graduation.



ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

(3) No retest or negative or counseling of any type to include negative counseling by B Co for failures of the APFT/Height and Weight standards.

h. Certificate of Achievement.

(1) Presented by B Co if students score 290 or above on record APFT with a minimum of 90 points on each event.

(2) Primary Course Instructor will verify the names of students in order to receive signed COAs from B Co.

(3) Negative counseling for a (non-APFT) retest is not a discriminatory factor as this is not an academic award.

9. Administrative Matters.

a. All Students will provide their primary instructor and class leader with a valid .mil email address NLT the first day of class. All students, to include international and civilian, are required to have and know their AKO username and password. The AKO password is essential for enrollment into Blackboard.

b. Class Organization. The primary instructor for the class will appoint a class leader and additional duty positions (S-1, squad leaders, etc.) for the duration of the course. Positions can be rotated at the instructor's discretion.

c. S1 is responsible for:

(1) Providing student names to Course Director's office NLT COB on the first day of class.

(2) Turning in class attendance each day to the primary instructor, first instructor of the day, and B Co administrative personnel.

(3) Ensuring that class schedules, schedule changes, and advance sheets are distributed to the class.

(4) Classroom is cleaned at the end of the day (boards cleaned, chairs put in place at tables, trash picked up).

(5) Notifying Course Director and instructor(s) of student absences during academic hours with no evaluation points (graded practical exercises, exams, etc.).

d. Safeguarding Military Information and Resources.

(1) While instructors are responsible for alerting students to the presence of classified material, each student is responsible for safeguarding information and properly handling classified material, including information contained in discussions, notes, or other material obtained while attending the course. Only students with proper clearance will have access to classified material or briefings.

(2) Each student will be a professionally responsible steward of government resources and will report suspected cases of fraud, waste, and abuse of government property or government-provided resources.

(3) Students will declare their intention to submit a reclama to the proctor during the critique period. Students must provide their names and the examination question number to the proctor.

(4) The proctor will submit student declarations to the Course Director before examinations are graded. Student examination grades will not be finalized until the necessary administrative procedures and final evaluation of the reclama have been completed.

(5) Students must submit individual reclamationas. If a reclama is approved, only the student that submitted the reclama will receive credit. If more than one student wishes to reclama the same solution to an examination question, the proctor will ensure all students wishing to reclama a question are acknowledged. If the representative reclama is approved, the students who submitted the reclama will receive credit.

(6) Students will submit a separate reclama for each question to the proctor. The reclama must be turned in to the instructor no later than 0830 the next duty day following the examination critique period.

(7) Instructors will evaluate the reclamationas. Instructors will forward a written response through the Course Director to the student. Students will receive the written reclama disposition (approval/disapproval) within seven duty days after submitting the reclama.



ATSM-CoS

SUBJECT: Basic Officer Leaders Course Individual Student Assessment Plan (ISAP)

e. Counseling. Counseling will be conducted regarding performance and expectations the beginning and middle, and end of course. Students will also be counseled for marginal performance, to include failing a graded event. The Primary Instructor/TAC officer will counsel the student after the first and second failures. A third failure on a graded event renders an automatic "Marginally Achieved Course Standards" on the DA Form 1059 (AER). After a third failure in a graded event the Course Director will complete the counseling and the student may be recycled or dismissed from the course.

10. The points of contact for this Quartermaster Basic Officers Leaders Course is the Quartermaster Course Director at 804-734-8203.

A handwritten signature in dark ink, appearing to read "Darrell Duckworth", is positioned above the printed name.

DARRELL DUCKWORTH

COL, LG

Chief of Staff, Quartermaster School